

**Village of Pewaukee  
Public Works and Safety Committee Meeting Agenda**

March 3, 2020 – 5:30 pm  
Village Hall  
235 Hickory Street  
Pewaukee, WI

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Approve Minutes of February 4, 2020 meeting
3. Citizen Comments
4. Old Business
  - None
5. New Business
  - a) Discussion and Action on Request by School District to Mount Cameras on Light Poles
  - b) Discussion and Action on Recycling Center/Yard Waste Operations
  - c) Discussion and Action regarding Re-evaluation of Maximum Assessment for Curb and Gutter.
  - d) Information regarding Implementation of Annual Unidirectional Flushing Program
6. Adjournment

Note: It is possible that members and/or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; action will not be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in the notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. To request such assistance, contact the Village Clerk at 262-691-5660.

**Village of Pewaukee  
Public Works and Safety Committee Meeting Minutes  
February 4, 2020**

Meeting called to order by Yonke at 5:32 pm. Pledge of Allegiance was followed by a moment of silence.

Members present: Ed Hill, Kevin Yonke, Mark Grabowski, Wayne Vaughn, Art Compton  
Members absent: Laurin Hill, Casey Smith

Also Present: Director of Public Works Naze, Administrator Gosse

Agenda Item 2 – Minutes of January 7, 2020 meeting

Motion Hill to approve, second Vaughn with corrections. Motion passed unanimously.

Agenda Item 3 – Citizen Comments

Paul Evert, 327 Lookout Dr: Commented about lake level sensor equipment, believes this type of modern technical equipment doesn't always work as well as it should.

Agenda Item 4 – Old Business

None

Agenda Item 5 New Business

a) Discussion regarding Village Strategic Plan Implementation

Administrator Gosse presented the topics and actions requested in the Village Strategic Plan involving the Public Works and Safety Committee. Brief discussion followed. Vaughn offered to assist if requested. Hill mentioned the plan will be presented the evening of February 5. No Action.

b) Discussion and Action on Purchase and Installation of Remote Lake Level System

Director Naze explained the efforts and request to install a lake level sensor and remote read system. The system proposed would allow instant level monitoring from any internet connected location and prevent unnecessary trips to the lakefront to monitor. In addition, the data could be logged digitally and used by other agency's regarding lake biology. The Southeast Wisconsin Regional Plan Commission is currently in the final stages of drafting a Pewaukee Lake management plan, and Tom Koepp at LPSD is championing the revision of language in the current lake level order with the DNR to attempt to benefit lake biology. Tom has indicated that with Commission approval, LPSD is willing to partner at 50%, the cost of installation and operating costs of this system. Discussion followed with Grabowski recommending the addition of a temperature sensor

Motion Hill, second Vaughn, to authorize the DPW Director to purchase the Vegapuls/Mission Communications/Solar Wireless level sensing package and installation from TVG Automation, with the condition of a 50% participation with Lake Pewaukee Sanitary District for \$6,239.76 from the contracted services line of the Storm Water Utility budget. The ongoing annual communication package would also be a 50% participation. Motion passed unanimously.

c) Discussion an Action regarding Winter Snow Removal, Highway 164 Sidewalk

**Village of Pewaukee  
Public Works and Safety Committee Meeting Minutes  
February 4, 2020**

Director Naze explained the Agreement with the City making DPW responsible for maintenance of the concrete sidewalk along highway 164 between Swan Road and Chesterwood Lane, a distance of approximately 4300 feet. Waukesha County is the authority that maintains and conducts winter operations on the highway. Following winter storms, after 1 or more days, the County will return and wing the curb line and terrace depositing the 2 driving lanes and paved shoulder on to the sidewalk. Staff has had conversations with them and their options and responses are limited. In the past attempts to clear the sidewalk within the Village 24-hour ordinance time period have resulted in the County it recovering it with snow. In addition, after major events there can be enormous volumes of snow left for us to remove to make the sidewalk passable. Discussion followed.

Motion Vaughn, second Grabowski, to permit the Director of Public Works to use discretion in winter clearing of the subject sidewalk exceeding 24 hours after an event has concluded, up to and including posting it as closed when conditions warrant. Motion passed unanimously.

d) Discussion and Action regarding plowing Ole Dairy Road

Director Naze explained how DPW plows approximately 1000 feet of Ole Dairy Road that has no access points and that it may be an unnecessary use of resources to clear every snow event. Brief discussion followed.

Motion Hill, second Grabowski to discontinue the winter clearing of the southern approximately 1000 feet of Ole Dairy Road. Motion passed unanimously.

e) Discussion and Action regarding Placement of Dumpsters on Village Streets

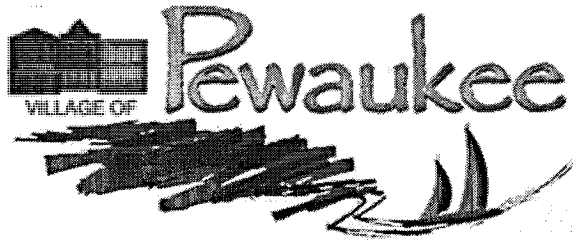
Director Naze explained that the Village has no ordinance or policy regarding garbage and debris dumpsters on Village Streets. These citizen concerns, inquiries, and attempts at enforcement generally default to Public Works, which has no enforcement capability. Proposed templates for language for an ordinance and permit application were provided. Discussion followed with agreement to establish an ordinance and permit system. It was recommended to revise the proposed permit to mandate a minimum number of lighted barricades surrounding a dumpster.

Motion Grabowski, second Vaughn to recommend to the Village Board the creation of a street dumpster placement permit fee and ordinance system following the template drafted with revisions by Director Naze. Motion passed unanimously.

Agenda Item 6 – Adjournment

Motion Hill, second Vaughn to adjourn the meeting at 6:21 pm. Motion passed unanimously.

Respectfully Submitted,  
Daniel Naze, P.E.,  
Director of Public Works/Village Engineer



PUBLIC WORKS DEPARTMENT  
1000 Hickory Street  
Pewaukee, WI 53072

## Memo

To: Public Works and Safety Committee Members  
From: Dan Naze, P.E., Director of Public Works/Village Engineer  
Date: February 25, 2020  
Re: Discussion and Action on Request by School District to Mount Cameras on Light Poles

The Pewaukee School District has requested permission of the Village to place license plate recognition cameras on three light poles and tap into the electric feeds. I believe this approval or denial is worthy of Committee action.

Per the School District:

“Pewaukee School District has received grant money from the Office of School Safety and Wisconsin DOJ to cover the cost of adding license plate recognition (LPR) software to our campus. The LPR information goes directly to the Village of Pewaukee Police Department as we continually look for ways to increase and layer our security on campus. This is one of the many safety and security initiatives the district has deployed and added recently. If you have any further questions, please contact John Stangler at 262-695-5028 or at stanjoh@pewaukeeschools.org”

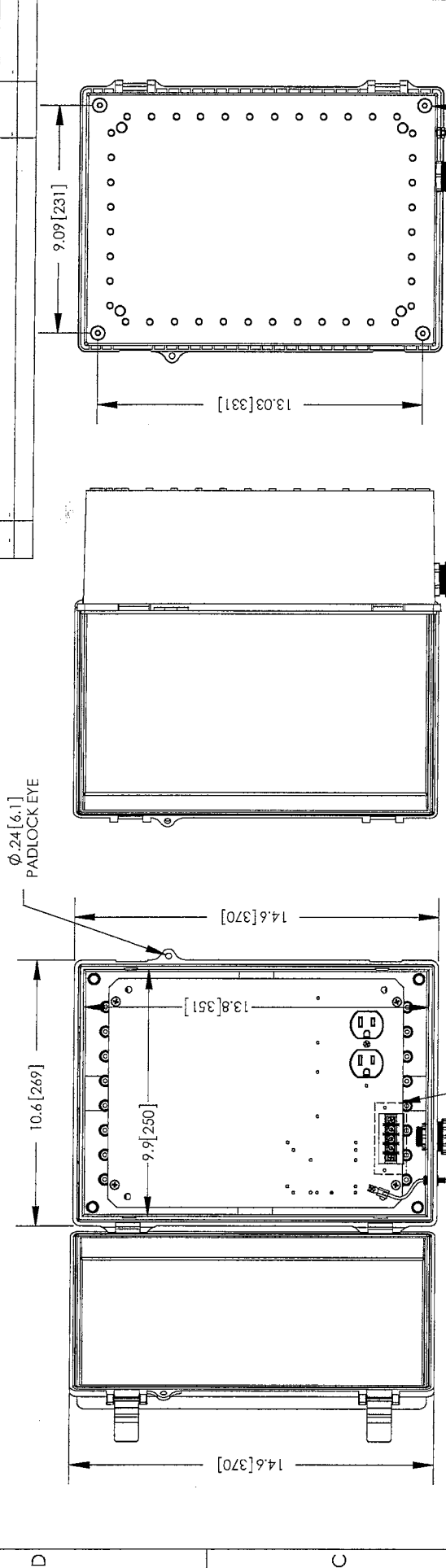
See attached plans.

Recommendation:

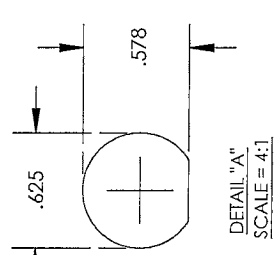
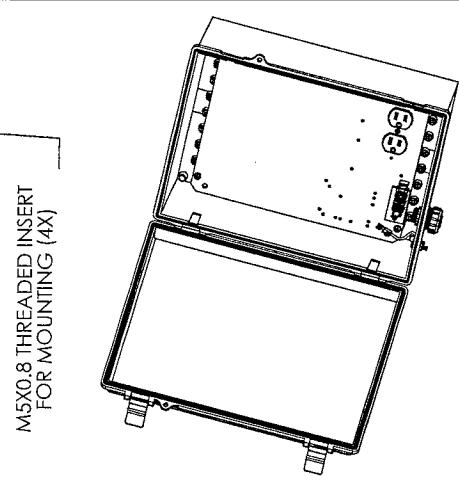
None

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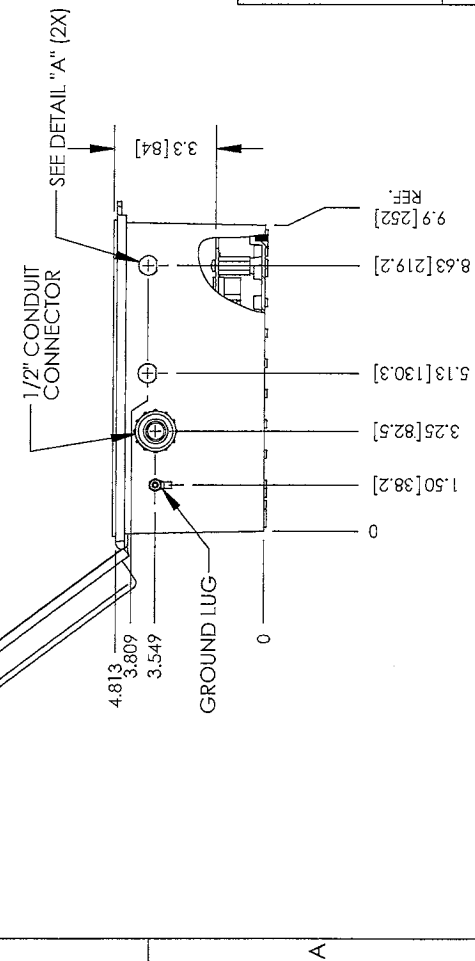
REVISIONS	
REV	DESCRIPTION
A	INITIAL RELEASE
DATE	APPROVED
09/19/12	D.GRIFFIN



HIDDEN LINE REPRESENTS COMPONENTS ON BACK OF NEMA PLATE - DO NOT DRILL -



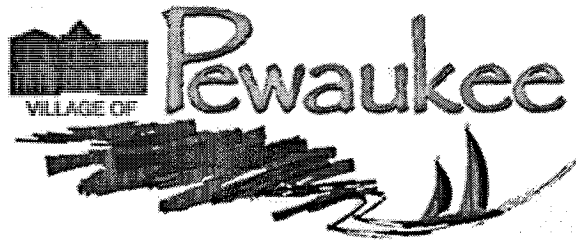
NOTE:  
1- ENCLOSURE MATERIAL: ABS  
2- PACKAGING: SHALL BE PACKAGED AS PER L-COM SPEC PKG-00070



**RoHS Compliant**

UNLESS OTHERWISE SPECIFIED, DIMENSIONS ARE IN INCHES [mm]	APPROVALS	DATE	45 BEECHWOOD DRIVE NORTH ANDOVER, MA 01845
DIMENSIONAL TOLERANCES: X ± .1 XX ± .01 XXX ± .005	DRAWN BY B. PULCHASKI	09/19/12	L-com Global Connectivity
ANGULAR TOLERANCES: ALL = ± 1°	CHECKED BY P. PESA	09/19/12	
PROJECTION	APPROVED BY P. PESA	09/19/12	
	CONFIGURATION DETAILS OF UNDIMENSIONED FEATURES MAY VARY		ENCLOSURE
	COLOR VARIATIONS MAY OCCUR		PRODUCT DESCRIPTION NEMA ENCLOSURE 14 x 10 x 6 WEATHERPROOF 120VAC
			SIZE A 43321
			ES&M NO. NBE141006-100
			SCALE: NONE
			CAD FILE: NBE141006-100.SLDDRAW
			REV. A
			SHEET 1 OF 1





PUBLIC WORKS DEPARTMENT  
1000 Hickory Street  
Pewaukee, WI 53072

## Memo

To: Public Works and Safety Committee Members  
From: Dan Naze, P.E., Director of Public Works/Village Engineer  
Date: February 28, 2020  
Re: Discussion and Action on Recycling Center/Yard Waste Operations

The Village operates a recycling center that accepts brush, yard waste, motor oil and filters, anti-freeze, scrap metal, and comingled paper and plastics. Historically the center has been open 8 times per month and has been free to Village and County residents. The hours have been every Wednesday from 3:30 to 7:00 pm, and every Saturday from 9 am to 3 pm early-March to mid-December. During 2019 staff implemented a free pass system with questionable success, to try to reduce the number of non-Village residents likely using the drop off for brush and yard waste. Due to an agreement with the County, all County residents are welcome to use the comingled dumpsters and waste oil drop off. DPW conducts one spring curb side brush pick up a year.

Per our **2018** annual recycling report to Waukesha County, I estimate that operation of the recycling center for brush and yard waste cost approximately \$31,000 in wages and benefits, (approximately 1225 hours), \$18,000 in equipment operating, and \$6,000 in disposal. These values do not include leaf collection. During 2018 we did all brush chipping weekly using our own chipper. During 2019 the volume was too great after July 1 and a tub grinder needed to be contracted. Because leaf collection was occurring at the same time, we also contracted the hauling of the waste which was done with quad axle trucks over two days. Yard waste from July 1 to mid-November alone resulted in 18 quads of ground material hauled away. Village trucks haul just under 10 yards with side extension boxes installed and the round trip to the compost site takes about 50 minutes.

Staff investigated outsourcing yard waste collection under a contract with Advance Waste Services, and three options were proposed; individually contracted collection at \$175 per year, Village wide collection in bags, or Village wide with supplied carts. Curbside pickup for all residents would be \$8.56 per month under option 2 which would be a \$25.68 per quarter. Disposal would be at the County site at their current rates, which are a single or tandem axle vehicle at \$73.88 per load and tri/quad axles at \$94.99 per load. Log loads of any size are \$152.32. All prices are a 81% municipal share in 2020. The 2019 AWS proposal is attached. Due to its presented date of August, 2019, future costs may differ.

The recycling center had 6,482 visits during 2018, and 7,430 during 2019. We do not have the capability to track how many of these trips were for only recycling or only yard waste, or how many of these visits were repeated by the same users. Approximately 1100 of the yard waste yellow passes were distributed last year, though we know there were many duplicates to one address or replacements. In an effort to generate revenue to attempt to have recycling center users help pay for its operation, staff is proposing two things: First an annual fee of \$25 for unlimited uses; Secondly, reducing the operating hours by 50%, to the first and third Saturday, and the second and fourth Wednesday. An attendant for the site is necessary and finding and retaining a high-quality customer service employee for the site is challenging, because currently every

Wednesday and Saturday must be committed to by the employee for nearly 10 months of the year. After continuous posting of the attendant position last year, a total of three applications were received. Two of the applicants declined further interest after learning of the commitment required. I also believe the Saturday hours should be reconsidered; 9 am -3 pm I was told by applicants also makes it difficult for an employee to best use their day. I suggest 7 am – 1pm, or 7 am – 12 pm.

Staffing with full-time employees would increase costs significantly as all hours would be at overtime rates. Cutting center hours by 50% would save approximately \$2,600 per year in part time wages.

Several area communities recycling center pages are attached. Most charge an annual fee or a fee per the type of items being dropped off.

Recommendation:

Evaluate the options for contracted yard waste and brush collection and implementing a fee on the utility bill, or alternatively, implement a fee for use of the recycling center and lower operating costs by reducing the number of drop-off hours, and make a recommendation to the Village Board.





Village of Pewaukee  
Pewaukee, WI

Dear Scott and Dan:

Although it's not something you think about every day, waste and recycling collection is an important part of the Village's image. And when done correctly, by the right vendor, environmental service is something you should rarely have to spend time worrying about.

As the current service provider for the Village of Pewaukee, Advanced Disposal thanks you for the opportunity to provide a proposal for Yard Waste collection services for the entire Village. We know that your most pressing waste-related issues include efficient, reliable, safe and economical service.

As always, our goal is to continue to ensure you will rarely have to concentrate on waste removal services and can stay focused on meeting other Village objectives.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Jason Johnson  
Manager, Municipal Markets-SE Wisconsin

Advanced Disposal Services Solid Waste Midwest, LLC  
N7296 Hwy V  
Horicon, WI 53032  
[www.AdvancedDisposal.com](http://www.AdvancedDisposal.com)

2/6/2019

# **YardWaste Collection Proposal**

PRESENTED TO:  
**Village of Pewaukee**

PRESENTED BY:  
**Jason Johnson**  
**Advanced Disposal**



## **Advanced Disposal Business Strengths**

Selecting the right environmental service provider can have a positive impact on your Village and its residents. How do you know you will get the service you expect? Does the contractor have the background and experience to meet your expectations? How do you compare one service provider against another?

This section of the proposal discusses several important business strengths that differentiate Advanced Disposal from other environmental service providers. Though there are other reputable and knowledgeable contractors in the market, the following differentiators will help define why Advanced Disposal is the right partner for the Village of Pewaukee.

### **Professionally Trained & Safe Drivers**

Avoiding accidents while on a customer's property is one of our prime objectives. With Advanced Disposal as your provider, the Village of Pewaukee can have a high comfort level that your property and employees are safe.

Advanced Disposal is among the top-rated environmental services companies for ensuring driver safety. In our effort to take a proactive approach to prevent accidents, some of the tools we use include:

- DriveCam – driver monitoring and testing
- The Smith System – driver program on equipment operation
- Weekly safety meetings and program awareness
- Safety promotions and rewards

### **Community involvement**

Successful and progressive businesses recognize the importance of giving back to the communities they serve. When you select Advanced Disposal as your environmental consultant, you have the assurance that we are investing back into the communities where we operate.

Our offices and our employees support local businesses and charitable organizations. This support ranges from donations to the local food bank, participation in Habitat for Humanity, sponsorship of Little League and soccer teams and numerous others. Additionally, because Advanced Disposal hires locally rather than centralizing many corporate job functions, we help promote local economies by keeping taxes paid and wages spent in the communities where we do business.

## **About Advanced Disposal**

To support your selection of Advanced Disposal, it is helpful to understand a few facts about who we are, where we come from, and what we believe in. This section of the proposal offers valuable insight into our company, and why we will be a great partner for the Village of Pewaukee.

As a full-service environmental services company, Advanced Disposal is ready and able to meet your waste collection needs. We provide collection, transfer, disposal and recycling operations to more than 200,000 commercial customers and 1.9 million residential customers throughout Alabama, Florida, Georgia, Illinois, Indiana, Kentucky, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Jersey, New York, North Carolina, Pennsylvania, South Carolina, Tennessee, Vermont, Wisconsin and the Bahamas. We have more than 3,100 trucks running routes daily. The strategic locations of our collection and disposal facilities allow us to offer convenient service at competitive rates.

Our experts understand the issues related to managing solid waste, and the impact that these issues can have on the environment—and on your business. Advanced Disposal works in partnership with the communities we serve to preserve valuable resources and extend landfill capacities. We do this by focusing on waste reduction, recycling, and numerous other “green initiatives”.

Regardless of your needs, Advanced Disposal has the experience, resources, and technologies to collect, transport, dispose, and recycle your solid waste. Our team is committed to provide you with prompt, dependable, and cost-effective waste services.

## **SERVICE OPTIONS**

### **1. OPTION 1**

#### **a. Subscription Program**

- i. Resident would set contract directly with ADSW**
- ii. Collections would occur on a monthly basis, April through November (9 times annually)**
- iii. Collection limited to the following:**
  - 1. Maximum of six items per pick up**
  - 2. Yard waste bags not to exceed 50# per bag (must be placed in compostable bag)**
  - 3. Containers clearly labeled as "Yard Waste", and not to exceed 32gal in volume, or exceed 50# in weight**
  - 4. Trees/branches must be cut to a length of 6ft or less, and a diameter less than 4"**
    - a. Branches should be bundled with cut end facing the street**
  - 5. Excluded are the following items:**
    - a. Tree/bush root stumps**
    - b. Dirt and rocks**

#### **b. Seasonal Cost of \$175 per household**

- i. Paid in advance to ADSW**
- ii. No reductions/pro-rated rates or early cancellation**

### **2. OPTION 2 (3YR COMMITMENT)**

#### **a. Curbside Collection in bags/containers**

- i. Billed directly to Municipality for all households in Village**
- ii. Collections would occur April through November**
- iii. Collection limited to the following:**
  - 1. Maximum of six items per pick up**
  - 2. Yard waste bags not to exceed 50# per bag (must be placed in compostable bag)**
  - 3. Containers clearly labeled as "Yard Waste", and not to exceed 32gal in volume, or exceed 50# in weight**
  - 4. Trees/branches must be cut to a length of 6ft or less, and a diameter less than 4"**
    - a. Branches should be bundled with cut end facing the street**

**5. Excluded are the following items:**

- a. Tree/bush root stumps
- b. Dirt and rocks
- b. Weekly Collection: \$5.02 per household (billed all 12 months)
- c. Bi-Weekly Collection: \$4.28 per household (billed all 12 months)
- d. Disposal/Processing Costs would be the responsibility of the Village (County Yard Waste Agreement)

**3. OPTION 3 (5YR COMMITMENT)**

- a. Curbside collection rate with carts
  - i. Billed directly to Municipality for all households in Village
  - ii. Collections would occur April through November
  - iii. ADSW would supply each household unit with a 95gal cart exclusively for Yard Waste
  - iv. All Yard Waste items must be placed in cart for collection
    - 1. Trees/branches must be cut to a diameter less than 4"
    - 2. Excluded are the following items:
      - a. Tree/bush root stumps
      - b. Dirt and rocks
- b. Weekly Collection: \$6.43 per household (billed all 12 months)
- c. Bi-Weekly Collection: \$4.50 per household (billed all 12 months)
- d. Disposal/Processing Costs would be the responsibility of the Village (County Yard Waste Agreement)

***RATE ADJUSTMENTS***

**Pricing would increase annually per the Rate Increase/CPI Adjustment in the existing Exclusive Agreement between ADSW and the Village**

*This proposal is for services which are provided by Advanced Disposal, at its discretion, for the Customer specifically requesting the proposal. This proposal is confidential and shall not be disseminated by the Customer to any person or for any purpose except as may be necessary to the Customer's evaluation thereof. The parties expressly agree that the issuance and delivery of this quotation shall create no legal rights or obligations on the part of either party, except the confidentiality restriction described above. In particular, Advanced Disposal may modify or revoke this quotation at any time prior to the execution by the parties of a comprehensive written agreement for its services. No other legal rights or obligations can be created except by the parties' execution of such comprehensive written agreement.*

# VILLAGE OF RICHFIELD 2020 RECYCLING CENTER SCHEDULE

THE RECYCLING CENTER IS OPEN THE 2ND AND 4TH THURSDAYS OF EVERY MONTH FROM APRIL - NOVEMBER (6 PM TO 8 PM)  
THE RECYCLING CENTER IS OPEN ON THE 1ST AND 3RD SATURDAYS OF EACH MONTH ALL YEAR (7 AM TO 1 PM)

January						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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February						
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November						
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December						
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DISPOSAL CHARGES	
CAR TIRES (with oil and metal rims)	\$30.00
PICKUP TRUCK TIRES / RACING TIRES	\$45.00
LARGE TRUCK TIRES	\$30.00
TRACTOR TIRES	\$40.00
REFRIG APPLIANCES (Refrigerators, A/C's)	\$30.00
KITCHEN SINKS AND DISHWASHERS	\$25.00
GAS GRILLS AND BROWNS TO GO APPLIANCES	\$20.00
PROPANE TANKS (any size)	\$10.00
TIMBER DISPOSAL	
MINI CHARGE FOR SMALL QUANTITIES	\$5.00
PICKUP OR TRAILER LOAD	\$15.00
DUAL AXLE TRAILER	\$20.00
YARD WASTE, LEAVES & BRUSH	
2.5 TRAILER OR TRUCKLOAD	\$5.00
TRAILER TONNAGE OR EXCESS	\$10.00
NON-FRIG APPLIANCES	
(WASHER, DRYER, DISHWASHER)	\$25.00
R/C/G OR HOT WATER HEATER	

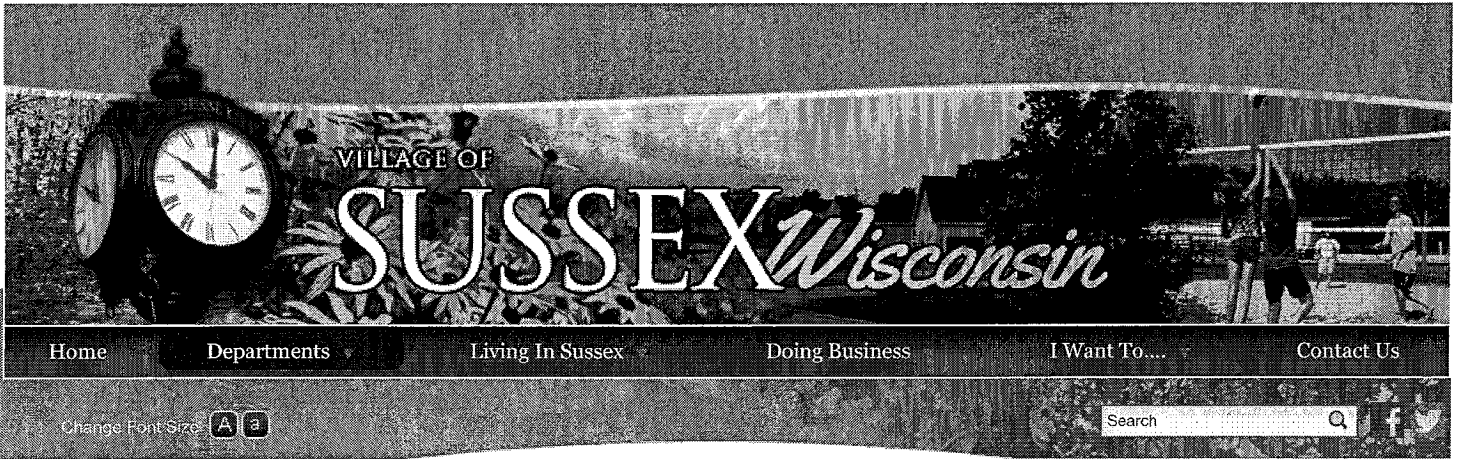
THE FOLLOWING ITEMS ARE ACCEPTED AT NO CHARGE
MOTOR OIL SCRAP METAL AUTOMOTIVE TYPE BATTERIES LOGS AND FIREWOOD LIGHT FIXTURES (Ballasts must be removed from fixtures) (Gas oil & grease should be drained from all equipment)

THE FOLLOWING ITEMS ARE NOT ACCEPTED:
FLAMM GLASS PLASTIC CARPETING COMPUTERS NEWSPAPER MATTRESSES FLASHLIGHT AND CAR BATTERIES BALLASTS (TYPICALLY FOUND IN LIGHT FIXTURES) DEMOLITION MATERIAL- DRYWALL, DIRT AND SOIL, CONCRETE INCLUDING BLOCKS & PAVERS, ASPHALT, ROCKS, STIMPS, TREATED WOOD, ETC. PAINT, PAINT CANS INCLUDING AIR BORN ALL HAZARDOUS WASTE CAPACITORS, TRANSFORMERS, SMOKE ALARMS, MERCURY SWITCHES, COPY MACHINES MONITORS, KEYBOARDS CARPETING

The Recycling Center is located at  
1345 Hillside Rd., Hubertus, WI 53033

Rev 1/2/2020

\*\*\*CONTRACTORS AND COMMERCIAL ENTERPRISES ARE PROHIBITED\*\*\*



- Agendas & Minutes
- Courier (Village Newsletter)
- Elections
- Job Openings
- Municipal Code (Ordinances)
- Official Notices
- Recruitment Program/Board  
Nomination Status
- Register Online for Classes
- Special Events
- Village Board/Committees

### In Departments:

- [Administration](#)
- [Building](#)
- [Executive](#)
- [Finance](#)
- [Human Resources](#)
- [Parks & Recreation](#)
- [Pauline Haass Library](#)
- [Planning & Development](#)
- [Public Safety](#)
- [Public Works](#)
  - [Engineering](#)
  - [Garbage & Recycling](#)
  - [Operations](#)
  - [Sewer Utility](#)
  - [Stormwater Utility](#)
  - [Water Utility](#)

## Yard Waste Program

The Sussex Yard Waste Collection Site is located at the Woodland Nature Preserve, N72W22924 Good Hope Road (just east of Waukesha Avenue).

Opens for season: First Saturday in April.  
Closes for season: Saturday before Thanksgiving at 4 p.m.

### What Do I Need to Use the Site?

- **Punch Card**  
Purchase punch cards for \$10 from the Sussex Civic Center or Pauline Haass Public Library beginning March 15 (five punches per card, one punch per 30-gallon bag of yard waste or bundle of brush).
- OR–
- **Annual Yard Waste Site Pass**  
Purchase an annual pass for \$25 from the Sussex Civic Center or online. The pass is recommended for those bringing loose yard waste to the site in a trailer or pickup truck. Those using the pass do not need to bag their yard waste.
- **When purchasing a pass online, you will immediately receive a confirmation email that includes a temporary pass, good for 10 days or until you receive your official pass from the Sussex Civic Center. [Purchase pass online.](#)**

### What Can I Drop Off?

- Yard wastes are defined as lawn clippings and leaves.
- Brush is defined as twigs and branches from trees and bushes with a diameter less than five (5) inches.
- Bundle of brush is defined as brush tied together with a 5-foot length of twine.
- Tree stumps are not allowed.
- Dumping of yard waste after hours is not permitted.

[Site Information](#) 2020 Flyer

### Location

Woodland Nature Preserve  
N72W22924 Good Hope Road  
(just east of Waukesha Avenue)

### Hours of Operation

**Saturdays**  
April–Mid November  
9 a.m.–4 p.m.

**Mondays**  
May–August  
4–7 p.m.

**September–October**  
3–6 p.m.

**November**  
Last Day November 21

**Holidays**  
The site is closed on Memorial Day, Labor Day, and whenever the Fourth of July lands on a Monday.



Sussex Civic Center  
N64 W23760 Main Street  
Phone: 262-246-5200  
Fax: 262-246-5222

Office Hours: 8 - 5 Monday - Friday

Public Safety Building  
N63 W24335 Main Street  
Phone: 262-246-5237  
Fax: 262-246-5196





- Agendas, Minutes & Packets
- Boards Committees and Commissions +
- Elections & Voting
- Fee Schedule
- Frequently Requested Ordinances +
- Ordinances (Town Code)
- Public Notices
- Recently Adopted Resolutions
- Ordinances Recently Acted On
- Incorporation Efforts
- Waukesha County Planning & Zoning

## COMPOST SITE

**THE COMPOST SITE WILL BE OPENING SATURDAY, APRIL 4, 2020, \*\*WEATHER PERMITTING\*\***

### Location & Hours of Operation \*\*Weather Permitting\*\*

N80W25354 Plainview Road, Lisbon  
Mondays: 4:00 p.m. – 8:00 p.m.  
Saturdays: 9:00 a.m. -- 4:00 p.m.

The entrance gate is locked 10 minutes prior to closing to allow vehicles already inside to complete drop-off.

### Annual Compost Site Pass

[Click here to download the form](#) ONLY IF YOU ARE MAILING IT IN. Complete and mail it with your check for \$20.00 to the Town of Lisbon, W234N8676 Woodside Rd, Lisbon WI 53089. The annual pass obtainable at the Town Hall is \$18.00. There is an additional \$2.00 handling fee if done by mail.

The compost site is for residential yard waste only. No commercial use is allowed. Do not bring trash, junk, railroad ties or construction materials. No trucks larger than a pick-up truck can be used for pick-up or dumping materials. One one vehicle at a time will be admitted per permit. You can bring your brush, grass clippings, leaves and other yard waste to the site for processing. You may take AT NO ADDITIONAL CHARGED finished compost and wood chips from the site when the material is available.

### Acceptable Items

Leaves, grass clippings, brush and branches.

### Not Acceptable Items

We no longer accept any type of electronics or appliances. Also, no dirt, landscape timbers, railroad ties or construction lumber.

### Other Rules & Regulations

No chainsaws or axes. No front end loaders or trucks larger than a pickup truck. Please cover your load with a tarp per Waukesha County Ordinance 348.94 or pay a \$114 fine. No children climbing on any piles and dogs must be on a leash.

### Contact Us

**Joe DeStefano, Jr.**  
Director of Public Works  
N72W24958 Good Hope Road  
Lisbon, WI 53089  
Phone: 262-246-6100 ext. 5001

**Kris Porter**  
Deputy Clerk  
W234 N8676 Woodside Road  
Lisbon, WI 53089  
Phone: 262-246-6100 ext. 1001

**Natasha Girard**  
Deputy Clerk  
W234 N8676 Woodside Road  
Lisbon, WI 53089  
Phone: 262-246-6100 ext. 1005



Election Day February 18, 2020. Polls are open from 7:00 am to 8:00 pm. Reminder to bring your Photo ID.



Town of MERTON Wisconsin

→ Search



Community Departments Boards & Commissions Resources

## HIGHWAY/PUBLIC WORKS

About Us

Compost Pass

Residential Garbage & Recycling Collection

+ Transfer Station

### Contact Information

#### Location:

Payne and Dolan Quarry  
N80W25610 Plainview Rd.  
Sussex, WI

#### Hours of Operation:

Open 1st Saturday in April to Thanksgiving  
Saturdays: 9:00 a.m. - 3:50 p.m.  
Mondays: 4:00 p.m. - 7:50 p.m.

#### Questions on Hours of Operation:

Call 262.719.5411

## Compost Pass

### Compost Site Location/Directions:

Payne & Dolan Quarry:  
CTH W East to Center Oak Rd.  
Left on Center Oak Rd to Plainview Rd.  
East or right on Plainview Rd. 2.9 miles  
Left on Hillside Rd. 0.2 miles

Compost Site Entrance:  
N80W25610 Plainview Rd.

Pass is needed and can be obtained at the Merton Town Hall (see below for the application as well)

#### Drop Off:

- Yard Waste
- Lawn Clippings & Leaves
- Yellow Mustard Will Not Be Accepted for Compost
- Brush - Twigs and Branches Less than 5" Diameter
- No Tree Stumps

#### Pick Up:

- Compost
- Mulch
- Wood Chips

#### Guidelines for Compost Site:

- No commercial use allowed
- No trash, junk or railroad ties
- No construction materials
- No trucks larger than a pickup truck and only residential trailers

One vehicle per pass each visit.

For questions on hours of operation, especially in the case of inclement weather, call 262.719.5411.

[Compost Pass Application \(98 KB\)](#)



**20\_\_ TOWN OF MERTON COMPOST SITE APPLICATION**

**\$25.00 ANNUAL FEE**

NAME:	PHONE NUMBER:
ADDRESS:	ZIP CODE:
MAILING ADDRESS: (If Different)	
DATE:	Office Use Only:

To Mail Application - Send a check in the amount of \$25.00 to: Town of Merton, PO Box 128, North Lake, WI 53064

## Recycling & Yardwaste Drop Off Site

### Recycling and Yardwaste Drop Off Site

In addition to the regular curbside collection of recyclable materials, the Village operates a recycling and yard waste site at the Public Works garage site located at 701 Progress Drive. For more information on the recycling and yardwaste drop off site, see the documents listed below.

As of July 1, the Village can no longer accept Freon-containing items such as air conditioners, refrigerators, freezers, coolers and dehumidifiers. To properly dispose of these items, you may contact Advanced Disposal at 262-367-6040 to set up a pick-up right at your curb. There is a \$25 charge per appliance containing Freon.

Other items that the Village can no longer accept include smoke detectors, fluorescent light bulbs, ballasts, batteries and VCR tapes. Product disposal options can be found on [Waukesha County Park & Land Use website](#).

- [Recycling/Yard Waste Drop Off Site Materials \(PDF\)](#)
- [Recycling/Yard Waste Drop Off Site Rules \(PDF\)](#)
- [2019 Recycling and Yard Waste Calendar \(PDF\)](#)
- [2020 Recycling and Yard Waste Calendar \(PDF\)](#)

### Electronic Waste

The Village of Hartland entered into a Collection Event Agreement with Waukesha County which will allow residents to drop off both electronics and appliances for recycling. There will be a small fee charged to residents for any television or CRT computer monitor that is dropped off. All other eligible electronics and appliances will be taken at no cost.

There will be two collection events held in the Village in 2018 which will coincide with the normal second Saturdays in April and October. The events will be held at the recycle center site located at the Village Garage at 701 Progress Drive. Residents may also take electronics and appliances to other municipalities through this agreement with Waukesha County.

### Hazardous Materials

- [Household Hazardous Waste Disposal Guide \(PDF\)](#)

### Other Recycling News

- [Waukesha County Recycling Mobile App](#)
- [Proper Disposal of Household Medical Sharps \(PDF\)](#)
- [Refrigerant Depot LLC Appliance Recycling \(PDF\)](#)

### Contact Us

#### Location

DPW Garage & Recycling/Yard Waste Site  
701 Progress Drive  
Hartland, WI. 53029

Recyclables can be dropped off year round (see days and times below)

#### Hours

##### Year Round

Fridays  
9:00am - 3:00pm

##### April-November

2nd & 4th Tuesdays  
6:00pm - 8:00pm

2nd & 4th Saturdays  
9:00am - 1:00pm



PUBLIC WORKS DEPARTMENT  
1000 Hickory Street  
Pewaukee, WI 53072

## Memo

To: Public Works and Safety Committee Members  
From: Dan Naze, P.E., Director of Public Works/Village Engineer  
Date: February 20, 2020  
Re: Discussion and Action regarding Reevaluation of Maximum Assessment for Curb and Gutter

Village ordinance 78.108 (c) states that the Village Board shall annually review the maximum assessment rate for special assessments for new construction of curb and gutter. The amount was last set May 2018. See attached.

Recommendation:

If desired, provide recommendation to the Village Board on a new maximum special assessment amount.

Sec. 78.108. - Curbs and gutters, construction and repair.

- (a) *Establishment.* The grade of all curbs and gutters shall be established and described by the village board and recorded by the clerk-treasurer. No curb or gutter shall be worked until its grade is established.
- (b) *Alteration of grade prohibited.* No person shall alter the grade of any curb or gutter unless authorized or instructed to do so by the village board.
- (c) *Maintenance.* To the extent that damage occurs to curbs and gutters arising from the acts or omissions of third parties, the village will seek reimbursement of those costs from the responsible party as a special charge for current services pursuant to Wis. Stats. § 66.0627. With respect to maintenance, repair or replacement that arises from ordinary wear and tear, said repairs or maintenance will be performed by the village department of public works or its agents or assigns at the expense of the village, except where the curb and gutter is within the limits of a private driveway, which shall be the responsibility of the abutting property owner.
- (d) *New construction.* The cost of the construction of new curb and gutter where curb and gutter did not exist in that location before shall be performed by the village department of public works, or its agents or assigns. The cost of such new construction shall be assessed against the benefited property owners as a special assessment pursuant to Wis. Stats. § 66.0703. Notwithstanding the foregoing, the amount assessed shall not exceed 50 percent of the village's actual cost for the construction. In addition, said amount shall not exceed a maximum assessment which shall be determined annually by action of the village board. Should the board fail to update the amount, the maximum assessment shall be as provided for at the last time the matter was reviewed by the board.
- (e) *Reserved.*
- (f) *Reserved.*
- (g) *Reserved.*
- (h) *Curb and gutter permits.*
  - (1) *When required.* No person shall lay, remove, replace, raise, lower or repair any curb and gutter without first obtaining a permit from the department of public works unless ordered to do such work in accordance with subsection (e) of this section.
  - (2) *Application and issuance.* The director of public works shall receive all such applications and upon approval in writing by the village engineer shall issue such permit.
  - (3) *Fee.* The fee for such curb and gutter permit shall be set by the village board and shall be paid to the clerk-treasurer at the time of application.

(Code 1967, § 8.02; Ord. No. 361, § 11, 9-5-1989; Ord. No. 2018-07, § I, 5-1-2018)

RESOLUTION NO. 2018-05

RESOLUTION ESTABLISHING A MAXIMUM ASSESSMENT FOR NEW  
CONSTRUCTION OF CURB AND GUTTER

**Whereas**, the Village Board adopted Ordinance No. 2018-07 on May 1, 2018 related to assessment of new construction for curb and gutter; and


**Whereas**, Section 78.108 (c) states that the Village Board shall annually review the maximum assessment rate for special assessments to benefited property owners for new construction of curb and gutter.

**Now, therefore be it resolved**, that the Board of Trustees of the Village of Pewaukee does hereby establish the maximum special assessment for new construction of curb and gutter at \$500.

Passed and Adopted this 15<sup>th</sup> of May, 2018

  
Jeff Knutson, Village President

ATTEST:

  
Chaz Schumacher, Village Clerk



PUBLIC WORKS DEPARTMENT  
1000 Hickory Street  
Pewaukee, WI 53072

## Memo

To: Public Works and Safety Committee Members  
From: Dan Naze, P.E., Director of Public Works/Village Engineer  
Date: February 28, 2020  
Re: Information regarding Implementation of Annual Unidirectional Flushing Program

Unidirectional Flushing (UDF) is a water-efficient method of cleaning water distribution pipes to improve water quality and restore capacity. During 2019 I recommended to the Village Board that we retain Ruckert Mielke to first develop and calibrate a water system hydraulic model, then using that data complete a step by step operational plan with the purpose of flushing water from a clean source through a "dirty" pipe and out, working in one direction and one segment at a time. By cutting off other flows, scouring velocities of 5 to 10 ft/s or more are achieved, compared to 1 to 3 ft/s with conventional flushing. At these velocities, UDF scours out sediment, biofilm, corrosion products, and tuberculation. Not only is UDF a more effective way of cleaning than conventional flushing, but it uses on average about 40 percent less water than conventional flushing. Equally important, the sediment, corrosion products and biofilm are flushed out and not just moved to another pipe run that's often the case in conventional flushing. UDF programs are asset management programs that yield long-term benefits

This program is being implemented not only to improve water quality because of greatly increased current and proposed regulatory requirements for lead and copper compliance, but because it's just a good, modern practice for improving water quality and conservation. During 2018 I purchased a turbidity meter to gauge water cloudiness as the first step in improving water quality through flushing. By measuring the turbidity (nephelometric turbidity units, NTU), we had a quantitative number to aim for at each flushing location instead of visually waiting until water looked "clear", which can still have quite high levels of particles. This generally increased the flushing volumes at many hydrants, some significantly.

The consultant has completed program development and during the first half of 2020 we will implement the program. The Village owns approximately 500 hydrants. Instead of opening all 500 hydrants as in old style flushing, the UDF plan as drafted will have us flushing through approximately 240. The trade off is that anywhere from 1 to 7 system valves may need to be operated for each hydrant.

Many resources can be found on this topic, such as:

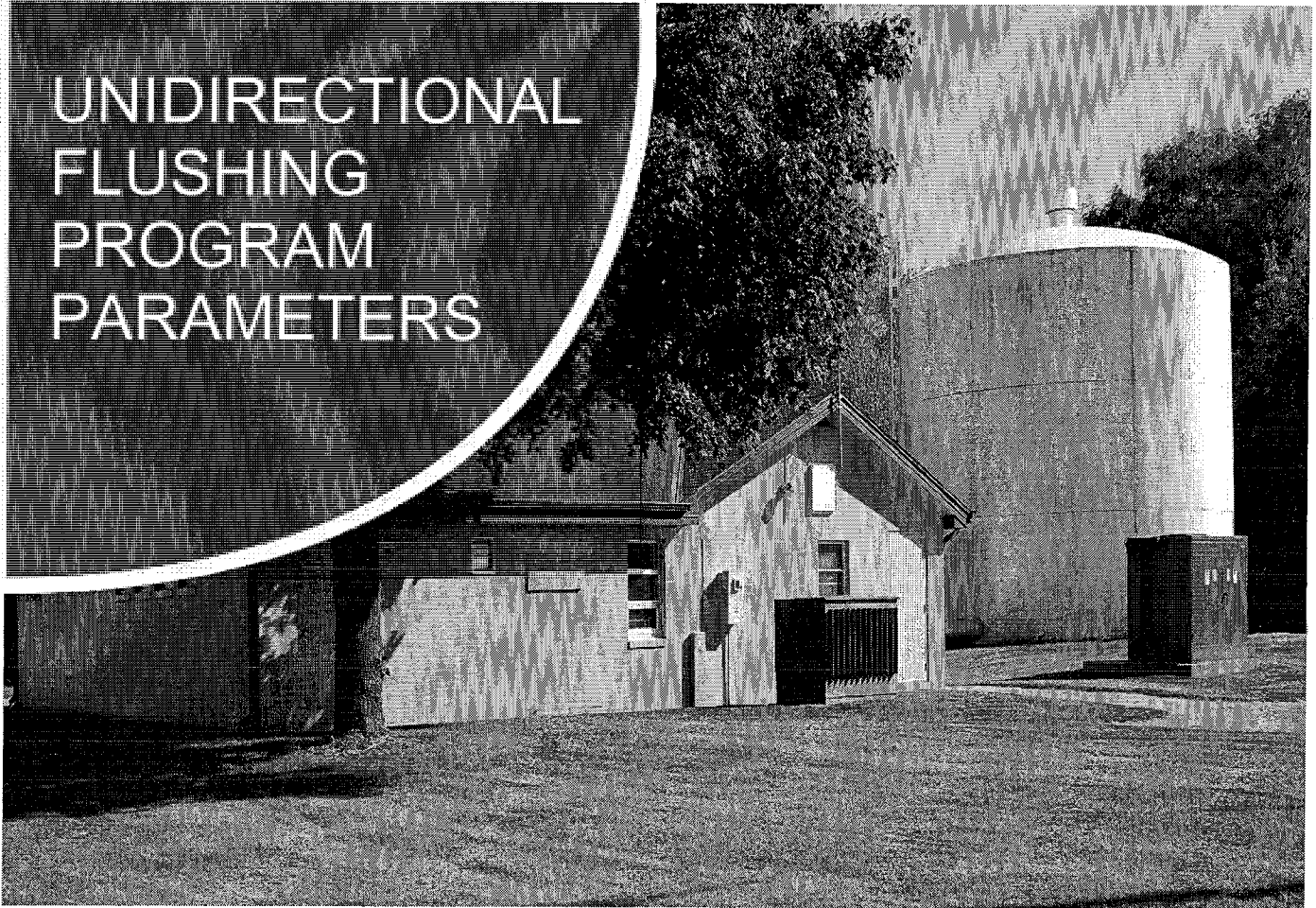
<https://waterfm.com/implement-unidirectional-flushing-program-improve-efficiency-conservation/>

### Recommendation:

None, informational only.



# UNIDIRECTIONAL FLUSHING PROGRAM PARAMETERS



**PREPARED FOR:**  
**Village of Pewaukee**  
1000 Hickory Street  
Pewaukee, WI 53072

**PREPARED BY:**  
**Ruekert & Mielke, Inc.**  
W233 N2080 Ridgeview Parkway  
Suite 300  
Waukesha, WI 53188

*DRAFT*

 **Ruekert • Mielke**

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## MODEL SUMMARY

### Background

The Village of Pewaukee's water supply system includes five (5) groundwater wells, two (2) elevated tanks, two (2) ground storage reservoirs, one (1) standpipe, one (1) booster pump station, and approximately 253,400 feet of water main. Wells No. 2 and 3, have adjacent ground storage reservoirs with booster pumps that deliver water from the reservoir to the distribution system. These facilities pump an average day of approximately 870,000 gallons per day (gpd) to approximately 2,200 customers.

The water system consists of two (2) pressure zones. The Main Pressure Zone serves the entire water system with the exception of the Hawthorne Hill Boosted Pressure Zone service area. The Hawthorne Hill Boosted Pressure Zone consists of a small area located in the north-central portion of the water service area and is supplied by the Village's one (1) booster pump station.

As part of this project, a hydraulic model was created using data from an existing hydraulic model and GIS data of the Village's water system, last updated in 2019. The hydraulic modeling software used in the analysis was WaterGEMs by Bentley Systems, Inc. The modeled demand was estimated based on Village of Pewaukee 2018 billing data and current consumption information obtained from the Public Service Commission of Wisconsin (WPSC) 2018 Annual Report.

### Topology

The topology data included in the model consisted of 2015 1-foot contour data obtained from Waukesha County.

### Demand

The average day demand (including estimated water loss) used in the model was 605 GPM (0.87 MGD). The maximum day demand used in the model was 819 GPM (1.18 MGD). The demands were allocated spatially in the model using the Village's water consumption billing meter data. For maximum day demand, billing data was adjusted by a peaking factor, using the maximum day value listed in the 2018 PSC Report.

### Modeled Facilities and Structures

### Water Main

The Village of Pewaukee's water supply system includes approximately 253,400 feet of water main. Roughness coefficient (C-value) values from previous studies were used to the extent available. Where previously used C factors were not available, published book values were used based upon the pipe diameter, material, and age. Pipe without assigned C-values in previous model versions were assigned a C-value of 125.

### Wells

The Village of Pewaukee's water supply system includes five (5) groundwater wells: Well No. 2, Well No. 3, Well No. 4, Well No. 5, and Well No. 6. Data used for modeling the wells is summarized in Table 1. Further clarification is needed on mixing control between Well 6 and Well 4.

**Village of Pewaukee  
Model Calibration & Unidirectional Flushing Program Parameters**

**Table 1: Well Modeling Data**

	Pumping Water Level	Data Source	Other
Well No. 2	412 ft	Village of Pewaukee Summary Sheet	N/A
Well No. 3	580 ft	Village of Pewaukee Summary Sheet	N/A
Well No. 4	532 ft	Village of Pewaukee Summary Sheet, Village of Pewaukee Files	Interaction with Well 6: mixing ratio 4:6, Well 6:Well 4
Well No. 5	563 ft	Village of Pewaukee Summary Sheet	N/A
Well 6 No.	126 ft	Village of Pewaukee Summary Sheet, Village of Pewaukee Files	Interaction with Well 4: mixing ratio 4:6, Well 6:Well 4

**Tanks**

The Village of Pewaukee's water supply system includes two (2) elevated tanks and one (1) standpipe. The 200,000 gallon Quinlan Drive Elevated Tank is located adjacent to Quinlan Drive, west of the Goodwill Donation Center in the Village of Pewaukee. The 250,000 gallon Lake Street Elevated Tank is located adjacent to Lake Street, west of Pewaukee Lake Elementary School. The one (1) million gallon standpipe is located west of State Trunk Highway (STH) '164' and south of Capitol Drive. Information on the Village of Pewaukee elevated tanks was obtained from Village of Pewaukee Files, R/M Files, and SCADA data.

In the model, the elevated tanks were assumed to be operating ten (10) feet below the overflow elevation. The tanks have an overflow elevation of 1,055 feet and a modeled hydraulic grade line of 1,045 feet.

**Ground Level Storage**

The Village of Pewaukee's water supply system includes two (2) ground storage reservoirs. Wells No. 2 and 3 have adjacent ground storage reservoirs with booster pumps that deliver water from the reservoir to the distribution system. Table 2 provides detailed modeling information and data sources for the reservoirs.

**Table 2: Reservoir Modeling Data**

Reservoir	Base Elevation (feet)	Minimum Elevation (feet)	Initial Elevation (feet)	Maximum Elevation (feet)	Comments/Data Source
Well No. 2 Reservoir	855	-	-	-	Modeled as Reservoir. Data obtained from R/M Files and SCADA Data.
Well No. 3 Reservoir	853.7	865	870	877.7	Modeled as Elevated Tank. Data obtained from Village of Pewaukee Files and R/M Files.

**Pumps**

The Village of Pewaukee includes five (5) well pumps: Well No. 2 Pump, Well No. 3 Pump, Well No. 4 Pump, Well No. 5 Pump, and Well No. 6 Pump. Well No. 2 has one (1) booster pump and Well No. 3 has two (2) booster pumps. Additionally, the booster station serving the Hawthorne Hill Boosted Pressure Zone has three (3) booster pumps. Modeling data for the pumps is summarized in Table 3 below.

**Table 3: Pump Modeling Data**

	Data	Data Source	Minor Losses Data
Well 2 Pump	Pump Curve	Village of Pewaukee Files	No
Well 2 Booster Pump	Pump Curve	Internet Research	No
Well 3 Pump	Pump Curve	Village of Pewaukee Files	No
Well 3 Booster Pumps	Design Point	Village of Pewaukee Summary Sheet	No
Well 4 Pump	Pump Curve	Village of Pewaukee Files	Yes
Well 5 Pump	Pump Curve	Municipal Well and Pump	Yes
Well 6 Pump	Pump Curve	Village of Pewaukee Files	Unclear
Hawthorne Hill 50	Design Point	Village of Pewaukee Files	Yes
Hawthorne Hill 250	Pump Curve	Village of Pewaukee Files	Yes
Hawthorne Hill 700	Pump Curve	Village of Pewaukee Files	Yes

Note: Minor Losses will be applied in model if necessary to further calibrate.

The pump curves used in the model were adjusted to account for standard head loss and pumping water levels. To avoid negative pressure modeling errors, well pump elevations and pump curves were adjusted. Well pump elevations were increased 46.2 feet and the total dynamic head on the pump curves was decreased 46.2 feet. Plan sets with detailed site and process pumping were not available for the pumps that do not have minor losses applied.

**Hydrants**

Hydrants included in the model were obtained from 2019 GIS data.

**Valves**

Valves included in the model were obtained from 2019 GIS data.

**Model Calibration**

Ten (10) field flow tests were completed in June 2019 in the Village of Pewaukee. These tests were also modeled using the current version of the Village of Pewaukee water model. The attached calibration table shows static and residual pressures for the modeled vs. the field flow test results. Static pressure is the pressure in the system with no flow and residual pressure is the anticipated pressure at the hydrant when delivering the available fire flow.

Overall, the majority of the modeled results very closely matched the field results. Typically, the static pressures were within 3 psi and the residual pressures were within 5 psi. There are three flow tests that warrant further discussion:

1. Flow Test F-3: There difference in static pressure between the model and the field results is greater 3 PSI. Ideally modeled data should fall within 3 PSI of field data.
2. Flow Test F-5: A larger drop in residual pressure was seen in the model compared to the field flow test results.

3. Flow Test F-7: This is the only major inconsistency with the calibration. The significant difference in residual pressures between modeled and field flow test results is likely due to a closed valve in the system.

The model was calibrated with pumps in use in accordance with the pumps that were operating during field flow tests, as well as the 50 GPM Hawthorne Hill Booster Pump Station operating. For flow test F-10, performed in the Hawthorne Hill Boosted Pressure Zone, the 50 GPM Hawthorne Hill Booster Pump was turned off and the 210 GPM and 750 GPM Hawthorne Hill Booster Pumps were assumed to be operating. For typical steady state modeling scenarios, the model is run with all well pumps off and the 50 GPM Hawthorne Hill Booster Pump Station on.

### Unidirectional Flushing Program

#### Criteria

Unidirectional flushing programs are developed to meet certain criteria. The criteria outlined below is standard criteria used by R/M:

- Flushing Velocity: 5 feet/second

*Note: Velocities of 3 feet/second and more will remove silt, sediment, and small diameter grit. Velocities of 5 feet/second and more will remove iron bacteria.*

- Minimum Allowable System Pressure: 20 PSI

*Note: It is ideal not to drop below 20 PSI, but it may be necessary to drop to 19, 18, or 17 PSI in some cases in order to achieve a flushing velocity of 5 feet/second.*

- Nozzle Size: 4 inch diameter diffuser nozzle
- Safety Factor: 2

*Note: The safety factor is a multiplier for the minimum time and volume of flushing to ensure effectiveness of flushing event.*

- Flow Emitter Coefficient: 250

*Note: Flow Emitter Coefficient was developed using data from in field test flushing events.*

- Wells: All wells were assumed to be off during flushing events.
- Tanks: The elevated tanks were assumed to be operating ten (10) feet below the overflow elevation during flushing events.

*Note: For the flushing events listed below, elevated tanks should be at maximum capacity to increase velocity and pressure during flushing event.*

1. Area 2
  - a. Events 2, 3, 4, 5, 6, 9, 12, 13, 28
2. Area 3
  - a. Event 38
3. Area 4
  - a. Event 22
4. Area 5
  - a. Event 16
5. Area 6
  - a. Events 26, 27, 28, 29